

**DEPARTMENT OF CORRECTIONS  
PRISON ISSUES BOARDS MEETING  
Montana Women's Prison  
701 South 27th St  
Billings, MT  
September 16, 2014**

Roll Call – Warden Joan Daly, Warden Vance Laughlin, Lieutenant K.C Riley, Commander Dan O'Fallon, Patrick Smith, Deputy Director Loraine Wonk, Gayle Lambert

Via telephone conference – none

Via vision Net- none

There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public's opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that particular questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting  
Moved to approve the minutes– Warden Vance Laughlin  
Seconded the motion– Gayle Lambert  
All approved

**Welcome and Introductions**

In addition to the above people, the following were present- Angie Carter, Travis Harris, Dale Henrichs, Kara Sperle, Carrie Villa, AW Tom Wilson, and AW Douglas Fender

Public – None in attendance

**Legislative and Management Team Updates – Deputy Director Loraine Wodnik**

Pat Schlauch is the new Administrator of the Business Management Services Division. Pam Bunke has announced her retirement from the position of Administrator of Adult Community Corrections.

The county jail was budgeted for 178 inmates and as of today, the number is being reported over 300. This is impacting county jails all over the state. Deputy Director Wodnik and Adult Community Corrections staff have been meeting three times a week to come up with a solution.

There is still a shortage of correctional officers.

The Pew Trust is coming to Montana to look the criminal justice system. They have done a lot of work in other states. We have been giving them data and they will be producing a report that we will see in the future.

### **Division Updates – AW Tom Wilson**

Currently Montana State Prison is 66 officers down. Thirty new Correctional Officers have been hired and next month they will be attending New Employee Orientation. Non-union staff have been great with offering to help with officer relief during the shortage. Warden Kirkegard also had great support from other facilities around the state asking if we needed help with the staff shortage.

During the staffing shortage, three nights of visiting have been cancelled. This has freed up seven staff members to be utilized elsewhere. The Religious Center has also cancelled four nights of activities.

Pat Smith stated that he has directed his staff to keep the regional facilities at capacity. The Crossroads Correctional Center has offered to help with the growing population. Contract Placement is working on filling open positions at several facilities and as a result, Pat and his staff will be on the road covering the facilities.

The sweat ground at the Religious Center is going to become a multipurpose use spot for all religions.

Pat Smith noted that everyone should be in general compliance with the MDOC Religious policy. Pat asked the regional facilities to also pay attention to the policy put together at MSP and comply. Keep in mind to be fair and consistent.

### **Update on Religious Issues - AW Tom Wilson**

Religious policy has been revised. Religious requests fall into 5 categories;

1. Personal property
2. Communal activities
3. Grooming exceptions
4. Work exemptions
5. Special diets

Offenders can request religious preference by filling out a “MSP Inmate Religious Preference Statement form”. In the past the offenders would flood the OSR kite system and the grievance system with the questions and concerns. The new process is set up so the offenders have to follow a process in order to keep it consistent. We have a religious committee that reviews the requests to see if they are appropriate or not. The religious committee meets 3 times a year. Starting October 1<sup>st</sup>, offenders can change their religious preference once a year. The religious committee will look into the request and make sure it is a true request. Religious preferences will be put onto OMIS so you are able to look up what offender’s religious preference is. The sweat grounds are going to turn into holy grounds for all religious preferences. This will make it fair and consistent.

Religious items approved as personal property;

1. Secret Circle Tarot Cards. (Item will be noted in OMIS under religious preference that they are approved to have this item without the Wicca designation.
2. Yarmulke-under-cap (Inmates may only utilize their religious personal property items in accordance with the religious purpose for which they were designed. Any other use of religious personal property items is prohibited.)
3. Prayer Shawl (This item is already available for the Jewish population. This is also noted in OMIS under the Religious preference that they are approved to have this item without Judaism designation
4. Hebrew Calendar
5. Matzo for Passover (Kosher for Passover) – 2 boxes
6. Seder Plates (Kosher for Passover) – 2 (Available for special purchase through the Canteen for the Passover Season.)
7. Battery Operated Candle (votive size) – 2
8. Grape flavor Drink Mix (kosher for Passover) – For general purchase use and for in cell communion available on Canteen
9. Orthodox Christian Medallion -1

10. Orthodox Christian Calendar – 1
11. Orthodox Christian prayer cards (ICONS) – 4
12. 33 Knot prayer rope
13. Green tea for general use for religious needs. (Buddhist)
14. Poster of “OM”
15. Book of Shadows
16. Mortar and Pestle (wooden) – 1

### **Discussion of Community Work Programs – Warden Joan Daly**

A year ago Warden Daly was approached regarding a work program and they are now prepared to move forward. They are going to use the pay sheets that MCE uses. She wants to know what the process is like and what they are supposed to do. Pat Smith said he thinks this is a good thing. MSP and Dawson have workers outside all the time. They need to use a local review committee and make sure everyone knows that things can go wrong. Warden Daly said they have asked Passages to help. Pat mentioned that they will get people requesting help instead of community projects. They cannot do any specialty projects for private parties. Pat said the inmate work crews have done a lot for the communities.

Gail Lambert said there are a lot of groups out there and you will have to stay on top of it. The inmates will be learning including the retail end of things. We will be talking about offenders not having access to the money. I will be helping them out through the beginning. Gail says P&P will have to help do spot checks.

AW Paul said they now have Master Gardener program and they have worked out a lot of the bugs. The garden project has been going well and gardening classes will be starting up in October.

### **Update on Grievance Issues- Charlotte Dolezal**

Charlotte Dolezal said they just had a grievance conference. The conference was the first in two years. The grievance report was recapped. Staff and facilities need to make sure staff is up on training for grievance and disciplinary. Billy Reich and Kristy Cobban will help with training if necessary. Staff should not take grievances personal. Medical is our number one grievance, followed by property.

### **Update on MWP file system – Melisa Streicher**

Melisa Streicher is the MWP Records Manager. She has been in this position for a year. The archived records are still being worked on. MWP has no storage for records after the female inmates leave. MWP will have a new electronic records system. Gloria Cowee and Community Corrections have been helping get OMIS up to date. MSP Records has been helping to update the offender calculation. OMIS will eventually be the main record.

### **Roundtable Discussion on Inmate/Facility Issues**

#### **MWP –Thomas Painter**

Thomas Painter said he would like to have an FTE to supervise the workers to make the facility look nicer. Warden Daily said she has lots of inmate workers, but not enough officers to supervise them and make sure the work is being done.

#### **Budget – Kara Sperle**

As of yesterday we will have a new Budget Analyst for MSP. Pat reminded everyone that we are getting a lot of outside feedback related to IWF. Make sure you stay vigilant and keep your requests and documents in order. Kara agreed and said we need to have a really good grasp on what we are doing.

#### **DCCF – Lt. Casey Riley**

Lt. Riley reported there has been a rise in inmate assaults in the last few months. Dawson County is still having issues with the CJH. Surrounding county jails bring inmates to Dawson County to be picked up for transports and they also house inmates for the other counties. Dealing with and housing these inmates is sometimes interesting.

#### **DCCF – Contract Monitor Dale Henrichs**

Even though there has been a rise in assaults the disciplinary and grievances have been way down.

**GFRP – Travis Harris**

There is rise in STG activity on the county side. Inmates have been having family members order pay-per view for the inmates at the facility by giving the family access numbers from the boxes. This has been corrected. They are also with inmates storing contraband in the kiosk boxes. The case manager's last day is tomorrow.

**Legislature-Deputy Director Wodnik**

Deputy Director Wodnik wanted to express her gratitude of everyone working together on the jail hold issues. She stated that she appreciates everyone thinking outside the box.

**Budget – Pat Schlauch**

Pat Schlauch said he was just trying to take everything in and learn everything. He did not realize how many parts there are to this system. Kara Sperle has done a great job of helping him get situated and hopefully he can start being helpful with this stuff.

**CCC- AW Douglas Fender**

CCC has a disaster drill scheduled for October 14<sup>th</sup>. They have invited the sheriff and border patrol. At the same time they are going to have a mock escape. CCC does a great job of involving the community in these events.

**CCC – Warden Vance Laughlin**

CCC has hired a new warden he will be starting soon, his name is Dave Berkebile. Warden Laughlin stated they are having staffing issues with nurses and correctional officers. The new classes should get them back up to full staff.

**MWP- AW Bob Paul**

MWP will be doing a complete overhaul on their heating and air conditioning throughout the whole building.

**MCE-Gayle Lambert**

John Daugherty and Gayle are going to start tracking the history of what happens once an offender leaves the system and then returns. MCE will also be working with CCC and DCCF to help them get into vocational training.

**MWP- Warden Joan Daly**

MWP has been dealing with a scabies outbreak. This is now under control. MWP is fully staffed.

**MWP- Alex Schreickenstein**

The summer has been pretty calm except for the recent scabies outbreak.

The lunch at this PIB meeting was provided by the inmates Culinary Arts Program from Passages. All were very impressed by the great work/food these inmates provided! Thanks to them and the supervisors.

**Sub-committee update reviewing inmate compensation –Postponed**

Pat Smith stated that they had some issues with the education policy so they had to postpone this. This will be looked at during the next prison issues meeting. Michele Morgenroth, the policy manager will be taking over this task group.

**Review of Inmate Assistance Process- Kara Sperle**

Case managers and IPPO'S are still confused as to how Inmate Assistance works. Warden Joan Daily asked if there are forms to fill out to keep the process consistent. Kara Sperle said there are different accounts that designated money is supposed to be used for. There is paperwork to be filled out by the offenders with assistance from the case managers. Kara said she will put together a flow chart for staff to determine who does what and where the money comes from. This would help to give a clearer picture of the process for staff and inmates.

**Review adjusted IWF Annual Budgets, Accounts & Global Fund Updates, Quarterly Requests, Funding Reviews, and New Business- Kara Sperle**

The Global Fund is at \$148,000.

Kara Sperle has two funding requests.

MWP requests \$36,000 for Gym equipment

Move to approve - Warden Vance Laughlin

Second the Motion – Gayle Lambert

All Approved

MSP requested \$3892 to refinish the gyms floors

Move to approve – AW Tom Wilson

Second the motion – Pat Schlauch

All Approved

Public Comment Period- None Present.

Other Security/Confidential issues if needed

The next Prison Issues Board Meeting will tentatively be January 21, 2015 in Helena MDOC Office. This meeting will be scheduled to coincide with the legislative subcommittee hearings. The exact date and time will be sent out around the 1<sup>st</sup> of January.